**MP4 Project: 学中文Check List (Due: May 21, 2010)**

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| --- | --- | --- | --- | --- |
| **Letter to the future Chinese students** | | | | |
| Is my letter format correct? | Yes □ | | No □ | Chinese letter format |
| Have I mixed Chinese characters in the letter? | Yes □ | | No □ | See Q & A |
| Is there any typo, misspelling or grammar mistake in both Chinese and English? | Yes □ | | No □ |  |
| Is the Google Docs link accessible by the public? | Yes □ | | No □ | Or other web link |
| Is there any misused punctuation? | Yes □ | | No □ | Chinese punctuation 、。 |
| **Grammar Summary** | | | | |
| Am I familiar with the topic that I have chosen? | Yes □ | No □ | |  |
| In what type of format am I going to review this topic? | Document □ | Graphics □ | | Mixed w/ video/audio □ |
| Have I covered all the contents to explain this topic? | Yes □ | No □ | |  |
| Where can I find the resources? | Textbook □ | Teacher’s □ | | Online □, Others □ |
| Have I included my personal summarization? | Yes □ | No □ | |  |
| **Video** | | | | |
| Do I have a teaching topic? | Yes □ | No □ | |  |
| Do I need a partner? | Yes □, who? | No □ | |  |
| Have I thought when and where I am going to video tape the lesson? | Yes □ | No □ | |  |
| Do I need to add subtitles for easy understanding? | Yes □ | No □ | |  |
| Is the video one minute long? | Yes □ | No □ | |  |
| Is the volume loud enough in the video? | Yes □ | No □ | |  |
| **Audio** | | | | |
| Have I decided to read which dialogue from L4 – L7? | Yes □ | No □ | |  |
| Have I included the introduction part before starting the dialogue? | Yes □ | No □ | |  |
| Is the volume loud enough? | Yes □ | No □ | |  |
| **Graphics:** relevant to my theme and contents? Appealing? | Yes □ | No □ | |  |
| **Text** | | | | |
| Is there any typo or misspelling in Chinese or English text on the poster? | Yes □ | No □ | |  |
| **Pictures:** Have I included at least one picture to support this poster? | Yes □ | No □ | |  |
| **Citations** | | | | |
| Have I included any citations to show my courtesy of using material/pictures/graphics? | Yes □ | No □ | |  |
| In what format will my citations be? | A text □ | A hyperlink □ | | Embedded in the Grammar |